



JOB DESCRIPTION

Position Title: **Plans Examiner**

Working Area: **Development Review: Traffic Operations**

Class Code: 4906

Non-Exempt

EEO Code: 03

Effective Date: 8/30/02

Major Function

Work involves the review, coordination, and processing of development applications as related to engineering design, roadway design and traffic operations, to insure compliance and consistency with the Seminole County Land Development Code and Comprehensive Plan.

Essential Functions

Note: These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is a logical assignment to the position.

Reviews all types of site plans, subdivision, and other permit application packages related to traffic and traffic operations, to assure compliance with the requirements of the County Code.

Coordinates engineering and traffic issues with other departments, divisions, outside agencies, applicants, developers, and engineers during the review of development projects and makes recommendations to bring about consistency with established codes and regulations.

Reviews legal descriptions and instruments for plats, deeds, and easements for dedication, as related to development proposals.

Provides technical assistance to other staff and officials on matters requiring engineering analysis.

Assists in the recording of legal documents as related to traffic and engineering reviews, relative to easements and right-of-way issues. Conducts rational nexus research and prepares documents relative to property and commitment exaction.

Participates in pre-application conferences, project review team meetings, and Development Review Committee meetings, to assure that engineering design standards and specifications are correct and understood.

Prepares agenda items for the Board of County Commissioners as needed.

Advises developers, engineers, and the public, on County policies regarding road design and other engineering analysis issues.

Represents the Division and the Department at various meetings and conferences and on local technical and advisory committees.

Performs other duties as assigned or as may be necessary.



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Operations**

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Minimum Qualifications

Extensive knowledge of the principles and practices of engineering as applied to land development. A through knowledge of roadway engineering, traffic engineering and traffic operations. Ability to make effective oral presentations, prepare clear and effective technical reports and correspondence, and to establish and maintain effective working relationships with County staff, managers, directors, engineers, contractors and the general public. Ability to verify mathematical calculations, and skilled in the use of microcomputers with various programs for engineering analysis, database management, document preparation and general information management.

Associates Degree and four years responsible traffic operations or engineering experience.

Must possess and maintain a valid Florida Driver's License.

A comparable amount of education, training, or experience may be substituted for the minimum qualifications.

Working Conditions

The work environment for this position is a typical office setting. The incumbent typically performs job duties sitting at a desk or table or standing at a counter. Incumbents in this position are exposed to radiant or electrical energy on a regular basis. This position performs duties that require the use of tools requiring high manual dexterity.